

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Tuesday, January 27, 2015  
ROOM 207, CITY HALL  
5:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig

MEMBERS EXCUSED: Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on January 14, 2015.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the minutes from the regular meeting on January 14, 2015. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 4 was taken out of order, and then the Committee returned to the proposed agenda.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the agenda. Motion carried.

3. Request by Ald. Wiezbiskie, on behalf of a constituent, to develop a City ordinance with reference to bill posting, i.e. affixing, distributing, posting handbills.

Director Steven Grenier requested that this item be held over to the next regularly scheduled Improvement and Service Committee meeting date when Ald. Wiezbiskie can clarify and discuss his request.

A motion was made by Ald. Moore and seconded by Ald. Nennig to hold until the next regularly scheduled Committee meeting, the request by Ald. Wiezbiskie, on behalf of a constituent, to develop a City ordinance with reference to bill posting, i.e. affixing, distributing, posting handbills. Motion carried.

4. Request by Ald. Zima, on behalf of the owner of Lucky 7's, 1313 S. Broadway, to discuss, with possible action, the renewal of the overnight parking exemption for employees' safety when they work until approximately 3:30 a.m.

Director Grenier noted that we have had similar requests in the past. He stated that he had a discussion with Ald. Zima about this request and noted that the Department of Public Works (DPW) does not have on record a previous request or exemption for extended parking for this particular property which conflicts to what the owner has informed Ald. Zima.

Director Grenier again acknowledged that a similar request was made just down the road at 1342 South Broadway and has not had any complaints or concerns relative to the overnight parking exemption in front of that establishment. Director Grenier would recommend approving a 30 minute extension, subject to snow and ice control operations, and that it is on an annual renewal basis meaning a request to DPW should be made in December to get it approved prior to January 1.

A motion was made by Ald Moore and seconded by Ald Nennig to open the floor for public input. Motion carried.

Mike Strainis of 2870 Crosshaven Avenue, owner of Lucky 7's Bar & Grill, had two questions. The first being how do I renew the exemption and secondly there are times that it takes staff longer and would request that the exemption be extended to 3:45 a.m.

Director Grenier responded that if Mr. Strainis would submit a letter to him in early December that it would then be placed on the Improvement and Service Committee agenda for reconsideration. Director Grenier strongly suggested early December because there are times that the Council only has a single meeting that month due to the holidays. Director Grenier stated that he was a little hesitant in agreeing to the 3:45 a.m. as that is the time period that the parking restriction is in place to aid in nightly street sweeping and snow and ice control activities if necessary. Mr. Strainis stated that the extra 15 minutes is an exception rather than the norm.

A motion was made by Ald Moore and seconded by Ald Nennig to close the floor for public input. Motion carried.

Ald. Zima added brief comments primarily stating that this is a good establishment and he wants to watch out for their employees' safety.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Ald. Zima, on behalf of the owner of Lucky 7's, 1313 S. Broadway, to approve an annual overnight parking exemption for employees' safety when they work until approximately 3:45 a.m. Motion carried.

5. Request by the Department of Public Works to award contract for miscellaneous Architecture and Engineering services to Berner-Schober Associates Inc. for 2015-2016.

Director Grenier stated that Berner-Schober Associates have completed numerous small architectural and engineering projects in the past. There are not a lot of firms out there that do both architecture and engineering services, and for the services provided to date the City has received a product at well below the market rate. A rate comparison was completed a few years back and Berner-Schober Associates rates were significantly lower as compared to other firms. Director Grenier stated that on average there was an increase around 3.3% on their proposed costs which is consistent with market rates and services that they provide.

Ald. Nennig inquired as to how much work they do for the City on an annual basis. Director Grenier responded that it varies depending on the type of work that is needed and could range from \$10,000 to \$60,000 per year. Examples of recent work would be the redesigning of the traffic control bases for the larger cantilevered arms at intersections, or the new facade on the parking structures adjacent to the new Schreiber Foods building.

Ald. Nennig asked if other City departments can utilize their services. Director Grenier stated that primarily DPW will direct the work because it is typically associated with a DPW administrated construction project. However, there are instances where a department will look for general information and correspondence, guidance in which case that department will work directly with Berner-Schober.

Ald Steuer asked if there was a specific line item in the budget for this work. Director Grenier responded that these services are again generally related to construction projects and as such the Construction Accounts are utilized with the charges going against the project.

Ald. Nennig reaffirmed that Berner-Schober has been doing work for the City for a very long time and due to that familiarity he believes that they can do the work for the City at a good value because they do not have to learn about the facility or the City's preferences.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by the Department of Public Works to award contract for miscellaneous Architecture and Engineering services to Berner-Schober Associates Inc. for 2015-2016. Motion carried.

6. Approval of the 2015 Department of Public Works service rates.

Director Grenier reviewed the proposed Department of Public Works service charges for 2015. Service rates for move-out trash collection, appliances, recycling carts, trash carts, and sidewalk snow and ice control are proposed to remain the same as 2014 charges. Gravel base and concrete base asphalt pavement repairs, early setout charges, bulk, and weed cutting are proposed to increase slightly, driven by the increased cost of DPW labor.

Ald. Nennig inquired as to why there is a difference in the Administrative Charges for weed cutting and sidewalk snow and ice control. Director Grenier stated that it is due to different staffing levels and personnel used to process those tasks.

Ald. Nennig also inquired as to DPW's success on collecting such fees. Director Grenier stated that it's a difficult question to answer due to the number that are contested or rescinded, especially those involving a first offense. If the invoices go unpaid, they then would roll over to the tax roll as a special charge where we would get one-hundred percent reimbursement.

Ald Steuer concurred with Ald. Nennig's inquiry about DPW's success on fee collection and had a question pertaining to the calculation of the weed cutting minimum charge. Director Grenier explained that the minimum charge is based upon the 'Administrative Charge per Parcel' but twenty-five percent (25%) of the hourly charges for labor and equipment.

Ald Steuer also inquired whether the City has the right to inspect properties, especially backyards. Director Grenier stated that City forces have the right because in the instance of excessive weed growth it may become a breeding ground for vermin which then becomes a public health and safety concern triggering the City's rights to do an inspection and take necessary actions to correct.

Additional discussions by the various Alderpersons present occurred which were more related to various processes and Ald. Danzinger reminded the Committee that even though it was good discussion it was off topic and needed to remain focused on the agenda items.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the 2015 Department of Public Works service rates.

Moveouts and Bulk Collection Charges:

≤3CY	\$70.00 each stop
>3CY but ≤10CY	\$140.00 each stop
>10CY	\$210.00 each stop

Construction/Demolition Materials:

\$49.00 per cubic yard

Appliance Collection:

\$35.00	Refrigerators and freezers
\$25.00	All other appliances

Recycling and Trash Carts:

\$60.00	64-gallon
\$60.00	96-gallon

Early Set-Out:

Minimum	\$60.00
Hourly	\$154.25

Asphalt Pavement Repair:

Concrete Base Street	\$46.30/SY
Gravel Base Street	\$92.20/SY

Snow and Ice Control on Public Sidewalks:

\$0.15 per lineal foot plus \$52.00 administrative charge per parcel

Weed Cutting:

Fixed charge per parcel	\$45.00
Plus labor per hour	\$35.00
Plus equipment per hour	\$31.00
Minimum charge-1/4 hour	\$61.60

Motion carried.

7. Applications for Tree & Brush Trimmer Licenses by the following:

- A. A-1 Tree Service, Inc.
- B. A Four Season Tree Care
- C. Casey's Tree Service, LLC.
- D. Economy Tree Service
- E. Fall-Rite Services
- F. Holtger Bros., Inc.
- G. Hutch
- H. Trugreen

All applicants have held licenses in the past. DPW staff recommends approval of these applications.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the applications for Tree & Brush Trimmer Licenses by the following:

- A. A-1 Tree Service, Inc.
- B. A Four Season Tree Care
- C. Casey's Tree Service, LLC.
- D. Economy Tree Service
- E. Fall-Rite Services
- F. Holtger Bros., Inc.
- G. Hutch
- H. Trugreen

Motion carried.

8. Director's Report on recent activities of the Public Works Department.

Director Grenier had one item to convey to the Committee, that being the position of Assistant Director of Public Works has been filled. James Brunette, who has been working as the Inspection Services Specialist for the Community Development Department, will begin February 16, 2015. Director Grenier stated that he has had conversations with Director Flom regarding a transition plan that would allow Mr. Brunette to assist as necessary until his former position is filled.

A motion was made by Ald. Moore and seconded by Ald. Nennig to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Danzinger and seconded by Ald. Nennig to adjourn the meeting. Motion carried.

Meeting adjourned at 6:15 p.m.